

USAID NOTICES

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Closing Date Extension: Schedule A COVID-19 Temporary Appointment: Budget Analyst (COVID-19 Budget Analyst), GS-0560-13

Agency: U.S. Agency for International Development
Organization: Bureau for Global Health, Office of Policy, Programs and Planning
Location of Position: Washington, DC
Open Period: August 20 – September 3, 2021, 11:59 p.m. EST
Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed one year (these appointments may be extended up to one additional year)
Salary: (USD) \$103,690 – \$134,798 (annually)
Number of Vacancies: Multiple

The Office of Policy, Programs and Planning (GH/P3) has primary responsibility for the Global Health Bureau's strategic planning, budgeting, programming, procurement, and monitoring and evaluation functions. The Office works across the Bureau's technical offices to promote program integration and coordination and supports efforts to promote the efficient and effective achievement of GH objectives. Among P3's key functions is taking the lead for the Bureau in budget planning and formulation, including preparation of the Bureau's Congressional Budget Justification (CBJ); Bureau Resource Request (BRR); Operational Year Budget (OYB); Congressional Notifications (CNs); and Congressionally-mandated sector-wide reports. The Office ensures that the Bureau is in compliance with Congressional and Agency budget formulation guidance, and provides critical advice and support for the Bureau's technical staff in preparing program and budget planning documentation.

The incumbent will serve as a COVID-19 Budget Analyst on the Office's Budget Team, reporting to the Budget Team Lead. The P3 Budget team is responsible for coordinating GH Bureau budget formulation across all technical and support offices, and for monitoring Bureau budget and program reporting processes. The COVID-19 Budget Analyst will be responsible for the tracking, oversight, and reporting of COVID-19 supplemental funds. This will also include the tracking of central actions regarding COVID-19 funding and working closely with regional Bureau on Mission actions.

Qualifications:

- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level, GS-12, of this position. Examples of qualifying specialized experience at the next lower level for this position include: a) analyzing monthly department budgeting and accounting reports to maintain expenditure controls; b) matching appropriations for specific programs with appropriations for

broader programs, including items for emergency funds; and c) providing advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.

- Must be eligible to obtain and maintain a Secret-level security clearance.

Interested candidates should submit a:

- Resume/CV;
- A short-written statement of interest; and
- Official or unofficial transcripts, if education is noted as a requirement above.

Please submit your application package to GH.PDMS.STAFFING@usaid.gov (<mailto:GH.PDMS.STAFFING@usaid.gov>). Please use the subject line: "COVID-19 APPLICATION PACKAGE: GH/PPP, COVID-19 Budget Analyst, GS-13." Application submissions are required by **11:59 p.m. EST on September 3, 2021**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

[EEO Policy Statement \(https://www.usajobs.gov/Help/equal-employment-opportunity/\)](https://www.usajobs.gov/Help/equal-employment-opportunity/).
[Reasonable Accommodation Policy \(https://www.usajobs.gov/Help/reasonable-accommodation/\)](https://www.usajobs.gov/Help/reasonable-accommodation/).

Any questions concerning this notice may be directed to:

-- Tiara King, GH/PDMS, (202) 657-1643, tiking@usaid.gov (<mailto:tiking@usaid.gov>).

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